

CHAPTER 2
TELECOMMUNICATIONS RECORDS

SSIC 2000-2999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO THE MANAGEMENT AND OPERATION OF ALL TYPES OF COMMUNICATION SERVICES AND FACILITIES. THEY ARE CREATED OR ACCUMULATED BY DEPARTMENTAL BUREAUS, HEADQUARTERS MARINE CORPS AND NAVY AND MARINE CORPS OFFICES AND FIELD ACTIVITIES THAT EXERCISE MANAGEMENT CONTROL OR FORMULATE AND PRESCRIBE GENERAL COMMUNICATIONS POLICIES AND PROCEDURES AND BY ACTIVITIES AND OFFICES APPLYING THESE PROCEDURES AND PROVIDING COMMUNICATION SERVICES.

SSIC 2000-2099

TELECOMMUNICATIONS SYSTEMS RECORDS

SSIC 2000

GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS

1. PRIMARY PROGRAM CORRESPONDENCE. FILES OF THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS (OPNAV) (N6), COMMANDER, NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND (NCTC), AND COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND. Files include correspondence, studies, and reports that document the planning and development of telecommunications programs, policies, procedures, methods, and significant accomplishments. Files retired under this number are from the immediate offices of the commanders named above and from program coordinators and action officers under their command. (For routine, general correspondence documenting the day to day administration of these headquarters, use subparagraph 2000.2.)

Permanent. Retire to the Washington National Records Center (WNRC) when 10 years old. Transfer to the National Archives and Records Administration (NARA) when 20 years old.

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to the internal operations and administration of communications offices. These are routine files

concerning the day to day operations, maintenance, installation of equipment, and other routine matters at subordinate levels.

Destroy when 2 years old.

3. TELECOMMUNICATIONS PUBLICATIONS AND INSTRUCTIONS.

a. Records set. (One copy of each publication originated by cognizant activity.)

Permanent. Transfer to WNRC when superseded, cancelled, or no longer required for reference, whichever is earlier. Transfer to NARA when 20 years old.

b. All other copies.

Destroy when no longer required for reference.

4. TELECOMMUNICATIONS PLANS ISSUED BY ECHELON 1 (CHIEF OF NAVAL OPERATIONS (CNO)) AND ECHELON 2 (COMMANDER, NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND, COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND, AND FLEET CINCS).

a. Record copy. (One copy of each plan originated by cognizant activity.)

Permanent. Transfer to nearest FRC when superseded, cancelled, or no longer needed for reference, whichever is later. Transfer to NARA when 20 years old.

b. All other copies.

Destroy when no longer needed for reference.

SSIC 2007

CIRCUIT MAYFLOWER (AND SUCCESSOR PROGRAM TITLES) RECORDS.

GENERAL CORRESPONDENCE FILES. Routine administrative files concerning testing, maintenance, training and operations of these submarine communications. (Exclude policy files of the program manager and primary program correspondence covered by 2000.1.)

Destroy when 5 years old.

SSIC 2008

CLARINET MERLIN (AND SUCCESSOR PROGRAM TITLES) RECORDS

GENERAL CORRESPONDENCE FILES. Operational, administrative, and training files pertaining to Clarinet Merlin submarine communications. (Exclude policy files of the program manager and primary program correspondence covered by 2000.1.)

Destroy when 5 years old.

SSIC 2010

SPECIAL SYSTEMS/NETWORKS (IN GENERAL) RECORDS

GENERAL CORRESPONDENCE FILES. Files pertaining to special systems and networks in general, not covered under specific SSICs. (Exclude primary program records and program manager records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2012

TACTICAL NET RECORDS

1. COMMAND AND CONTROL (C2), FLEET FLASH NET (FFN), AND FLEET TELETYPE CONFERENCE NET (FTCN) PLANNING RECORDS. Records pertaining to all plans for tactical nets between ships, aircraft, and shore stations. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

2. TACTICAL NET OPERATIONS RECORDS. Records pertaining to operation of tactical nets between ships, aircraft, and shore stations.

Destroy when 5 years old.

3. TACTICAL NET RESOURCES RECORDS. Records pertaining to the programming of manpower and funds and procurement and installation of equipment supporting tactical communications.

Destroy when 5 years old.

4. PROJECT IMPLEMENTATION RECORDS. Records pertaining to all tactical (ashore and afloat) systems that

are planned, programmed, budgeted and ready for implementation. These records concern the installation and circuit test and acceptance of tactical telecommunications systems.

Destroy when 5 years old.

SSIC 2013

MOBILE-TRANSPORTABLE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to mobile-transportable communications assets (vehicles, portable antennas, etc.). (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

SSIC 2014

CONTINGENCY COMMUNICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Records pertaining to communications planning, operations, and resources to be used in natural disasters and in unexpected military operations. (Exclude primary program correspondence covered by 2000.1.)

Destroy when 2 years old.

2. CONTINGENCY PLANS.

a. Record copy.

Permanent. Retire to WNRC when superseded, cancelled, or no longer required for reference, whichever is earlier. Transfer to NARA when 20 years old.

b. All other copies.

Destroy when no longer needed for reference.

SSIC 2015

VISUAL COMMUNICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to visual communications (flashing light, infrared, laser, flaghoist, and pyrotechnic signals). (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

SSIC 2016

**DEFENSE COMMUNICATIONS SYSTEMS (DCS) HF
ENTRY RECORDS**

1. GENERAL CORRESPONDENCE FILES. Routine Navy files related to DCS high frequency (HF) entry exercise and requirements.

Destroy when 2 years old.

SSIC 2017

**DEFENSE INFORMATION SERVICES AGENCY
(DISA) QUALITY ASSURANCE PROGRAM RECORDS**

1. Information contained in these routine records include technical control matters, DISA circulars, technical evaluation program, performance evaluation, defense switch network, and AUTOSEVOCOM.

Destroy after 5 years old.

SSIC 2020

GENERAL AUTOMATED SYSTEMS RECORDS

PROJECT IMPLEMENTATION RECORDS. Records pertaining to all automated telecommunications systems that are planned, programmed, budgeted, and ready for implementation, that are not filed under specific programs. (Exclude primary program correspondence covered by 2000.1.)

Destroy when 5 years old.

SSIC 2021

**WORLDWIDE MILITARY COMMAND AND
CONTROL SYSTEMS (WWMCCS) RECORDS**

1. PRIMARY PROGRAM RECORDS. Records accumulated by CNO and Commander, Space and Naval Warfare Systems Command relating to preparing, coordinating, issuing, and interpreting policy matters related to fulfilling the functions of communications command and control. Documents related to formulation of policy on general purpose radio navigation, and the application of automatic data processing (ADP) technology to the command control systems, and guidelines for the design and operation of the WWMCCS. There are files unique to the Department of the Navy and not duplicates of records held by DISA. (Data bases that are products of the WWMCCS system are filed under the appropriate SSIC in Chapter 3 of this manual.)

Permanent. Retire to WNRC when 5 years old.
Transfer to National Archives when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Files of all other offices concerning the WWMCCS system; funding of hardware and software for Department of the Navy supported sites; and logistic support, architecture, and manpower for the WWMCCS site, includes duplicates of reports, correspondence and other documents held by DISA.

Destroy when 5 years old.

SSIC 2023

**RECORDS PERTAINING TO SHIPBOARD
AUTOMATED COMMUNICATIONS SYSTEMS**

1. NAVY MODULAR AUTOMATED COMMUNICATIONS SYSTEMS (NAVMACS), INFORMATION EXCHANGE SYSTEM (IXS), MESSAGE ROUTING AND DISTRIBUTION SYSTEM (MRDIS), MESSAGE PROCESSING AND DISTRIBUTION SYSTEM (MPDS), AND COMMUNICATION DATA PROCESSING SYSTEM (CDPS) PLANNING RECORDS. Records pertaining to the planning for shipboard automated communications systems research and development, including related funding considerations. (Exclude primary program records covered by 2000.1.)

Destroy when no longer needed.

2. AUTOMATED SYSTEMS OPERATIONS RECORDS. Records pertaining to the routine operations of shipboard automated communications systems and related telecommunication matters.

Destroy when no longer needed.

3. AUTOMATED SYSTEMS RESOURCES RECORDS. Records pertaining to the programming of funds and procurement and installation of shipboard automated communications equipment.

Destroy when no longer needed.

SSIC 2026

**RECORDS PERTAINING TO SHORE AUTOMATED
SYSTEMS**

1. NAVY COMMUNICATION PROCESSING AND ROUTING SYSTEM (NAVCOMPARS), LOCAL DIGITAL MESSAGE EXCHANGE (LDMX), IXS,

MRDIS, REMOTE INFORMATION EXCHANGE TERMINAL (RIXT), INTEGRATED SUBMARINE AUTOMATED BROADCAST PROCESSING SYSTEM (ISABPS), AUTOMATED TEXT MESSAGE HANDLING (ATMH), AND MILITARY MESSAGE EXPERIMENT (MME) SYSTEMS PLANNING RECORDS. Records pertaining to the planning for shore automated systems development, equipment upgrades, or ashore communication system configuration, including related funding considerations. (Exclude primary program records covered by 2000.1.)

Destroy when no longer needed.

2. AUTOMATED SYSTEMS OPERATIONS RECORDS. Records pertaining to routine operation of shore automated systems.

Destroy when no longer needed.

3. AUTOMATED SYSTEMS RESOURCES RECORDS. Records pertaining to the programming of manpower, funding and procurement or installation of shore automated communication systems.

Destroy when 5 years old.

SSIC 2030

SECURE VOICE SYSTEMS (EXCLUDING AUTOSEVOCOM) RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational and administrative files including navigation secure voice transit and NAVSTAR global positioning system (GPS) records. (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

SSIC 2031

WIDE BAND RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational and administrative files on wide band planning, operations and resources. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2032

NARROW BAND RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational and administrative files on narrow band planning, operations and resources. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2040-2049

STRATEGIC SYSTEMS RECORDS

THE RECORDS IN THIS (2040-2049) SERIES ARE RELATED TO STRATEGIC SYSTEMS RECORDS AND INCLUDE MINIMUM ESSENTIAL EMERGENCY COMMUNICATIONS NETWORK (MEECN), IMPROVED EMERGENCY MESSAGE AUTOMATIC TELETYPE SYSTEM (IEMATS), JOINT CHIEFS OF STAFF (JCS) ALERTING NET (JCSAN), TAKE CHARGE AND MOVE OUT (TACAMO), AIRBORNE NATIONAL COMMAND POST (ABNCP), EXTRA LOW FREQUENCY (ELF) AND VERDIN (AND PREDECESSORS SEAFARER, SHELF AND SANGUINE).

SSIC 2040

STRATEGIC SYSTEMS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program correspondence covered by 2000.1.)

Destroy when 5 years old.

SSIC 2041

MINIMUM ESSENTIAL EMERGENCY COMMUNICATIONS NETWORK (MEECN)

(Strategic Connectivity System) Records relating to airborne platforms that are capable of relaying Presidential orders on strategic warning. This network includes the National Emergency Airborne Command Post (NEACP).

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources, and operations that duplicate DISA files or are of a routine, administrative, facilitative or operational nature. (Exclude primary program correspondence relating to Navy participation in this network covered by 2000.1.)

Destroy when 5 years old.

SSIC 2042

IMPROVED EMERGENCY MESSAGE AUTOMATIC
TELETYPE SYSTEM (IEMATS)

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to planning, resources and operations of this piece of hardware that seizes fixed broadcasts and transmits emergency action messages.

Destroy when 5 years old.

SSIC 2043

JCS ALERTING NET (JCSAN)

1. GENERAL CORRESPONDENCE FILES. Routine, facilitative files pertaining to Department of the Navy planning and resources for implementation and operations.

Destroy when 5 years old.

SSIC 2044

TACAMO (TAKE CHARGE AND MOVE OUT)

1. GENERAL CORRESPONDENCE FILES. Routine records relating to survivable airborne communications links between national command authority and deployed ballistic missile submarines.

Destroy when 5 years old.

SSIC 2045

AIRBORNE NATIONAL COMMAND POST (ABNCP)

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations.

Destroy when 5 years old.

SSIC 2046

EXTREMELY LOW FREQUENCY (ELF)
(SUCCESSOR TO SEAFARER, SHELF,
SANGUINE)

1. RECORDS RELATING TO ENVIRONMENTAL IMPACT ON ELF PROGRAM AND RESULTING PUBLIC AND CONGRESSIONAL INTEREST, AT CNO, NAVAL COMPUTERS AND TELECOMMUNICATIONS COMMAND, AND SPACE AND NAVAL WARFARE SYSTEMS COMMAND.

Records which document the intense public interest in the ELF program, especially concerning health and environmental issues. Includes briefing papers and slides, health studies, congressional correspondence, photographs and press briefings.

Permanent. Retire to WNRC when 5 years old.
Transfer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Routine files at the above commands and at all other commands pertaining to administration, resources and operations.

Destroy when 5 years old.

SSIC 2047

VERDIN

1. GENERAL CORRESPONDENCE FILES relating to this VLF receiving and transmitting system that processes message traffic to be utilized by submarines and aircraft. Records that relate to planning, resources, routine operations and administration of this system. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2050-2059

SATELLITE COMMUNICATIONS (SATCOM)
SYSTEMS RECORDS

THE RECORDS IN THIS (2050-2059) SERIES ARE RELATED TO SATCOM SYSTEMS RECORDS AND INCLUDE ASHORE SATCOM SYSTEMS, AFLOAT SATCOM SYSTEMS AND SATELLITE NAVIGATION SYSTEMS RECORDS.

SSIC 2050

SATELLITE COMMUNICATIONS (SATCOM)
SYSTEMS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to routine usage, planning, operations, testing, access and assignment and resources. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

2. MIJI (Meaconing, Intrusion, Jamming and Interference) Reports. Reports about satellite communications interference received by message as interference occurs. Also, Naval Computers and

Telecommunications Command summaries of MIJIs.

Destroy when 2 years old.

SSIC 2051

ASHORE SATCOM SYSTEMS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2052

AFLOAT SATCOM SYSTEMS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2054

SATELLITE NAVIGATION SYSTEMS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2060-2069

TELEPHONE SYSTEMS RECORDS

THE RECORDS IN THIS (2060-2069) SERIES ARE RELATED TO TELEPHONE SYSTEMS RECORDS AND INCLUDE DEFENSE TELEPHONE SYSTEM (DTS), COMMAND SWITCH SYSTEMS (CSS), NAVY ADMINISTRATIVE TELEPHONE SYSTEM (NATS) AND FEDERAL TELECOMMUNICATIONS SYSTEMS (FTS) RECORDS.

SSIC 2060

TELEPHONE SYSTEMS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to planning, operations and resources. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

2. TELEPHONE SERVICE RECORDS. Requests for telephone service and other similar records relating to servicing and the operations of telephone service and equipment.

Destroy when 1 year old.

SSIC 2061

DEFENSE TELEPHONE SYSTEMS (DTS)

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to Department of the Navy planning, resources and operations.

Destroy when 5 years old.

SSIC 2063

COMMAND SWITCH SYSTEM (CSS)

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to Department of the Navy planning, resources and operations.

Destroy when 5 years old.

SSIC 2066

NAVY ADMINISTRATIVE TELEPHONE SYSTEM (NATS)

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2069

FEDERAL TELECOMMUNICATIONS SYSTEMS (FTS)

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to Department of the Navy planning, resources and operations.

Destroy when 5 years old.

SSIC 2070

SWITCHED SYSTEMS-NETWORKS RECORDS-GENERAL

1. PLANNING RECORDS. General correspondence pertaining to planning for establishing or disestablishing

automatic digital network (AUTODIN) automatic switching centers (ASC) and AUTODIN computers and software.

Destroy when 10 years old.

2. OPERATIONS RECORDS. General correspondence relating to operations of the ASC and specifically those operations that support and impact naval intelligence claimancy operations or support fleet operations.

Destroy when 2 years old.

3. RESOURCES RECORDS. General correspondence pertaining to the manpower and funding of AUTODIN switching centers.

Destroy when 5 years old.

SSIC 2071

AUTODIN I/AUTODIN II RECORDS

1. INTEGRATED AUTODIN SYSTEM ARCHITECTURE (IASA) RECORDS. Records pertaining to AUTODIN system architecture.

Destroy when 5 years old.

2. AUTODIN I RECORDS. Records pertaining to worldwide AUTODIN I planning, operations and resources.

Destroy when 5 years old.

3. AUTODIN II PLANNING, OPERATIONS, AND RESOURCES RECORDS. The AUTODIN II Program has been disestablished.

Destroy when 5 years old.

SSIC 2072

NORTH ATLANTIC TREATY ORGANIZATION (NATO)/ALLIED SYSTEMS RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to NATO and Allied switched systems such as the NATO Integrated Communication System (NICS), Telegraphic Automatic Relay Equipment (TARE), Initial Voice Switching Network (IVSN), the NATO Secure Voice System, etc. These systems handle data traffic and voice traffic. (Exclude primary program correspondence covered by 2000.1.)

Transfer to FRC when 5 years old. Destroy when 15 years old.

SSIC 2073

AUTOVON/DSN

1. GENERAL CORRESPONDENCE FILES. Files pertaining to plans, operations, and resources for automated voice network (AUTOVON)/Defense Switched Network (DSN). Includes records on implementation of all AUTOVON/DSN systems.

Destroy when 5 years old.

SSIC 2074

AUTOSEVOCOM RECORDS (AND SUCCESSOR SYSTEMS)

1. GENERAL CORRESPONDENCE FILES. Files pertaining to plans, operations and resources for automatic secure voice communication (AUTOSEVOCOM).

Destroy when 2 years old.

SSIC 2075

ADVANCED RESEARCH PROJECTS AGENCY NETWORK (ARPANET) RECORDS

1. PLANNING RECORDS. Routine records pertaining to Department of the Navy planning for ARPANET installations. (ARPANET is used to pass data between computers at research laboratories.)

Destroy when 10 years old.

2. OPERATIONS AND RESOURCES RECORDS. Routine records pertaining to Navy operation and resources (programming of manpower and funds) with respect to ARPANET.

Destroy when 5 years old.

SSIC 2080

GENERAL BROADCAST SYSTEMS RECORDS

1. GENERAL CORRESPONDENCE. Routine administrative correspondence concerning Department of the Navy communications broadcasts in general. (Exclude primary program records covered by 2000.1.)

Destroy when 3 years old.

SSIC 2081

FLEET BROADCAST RECORDS

1. MULTICHANNEL, AND SINGLE CHANNEL PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities supporting fleet broadcast or a change in the broadcast alignment or control. (Exclude primary program records covered by 2000.1).

Transfer to FRC when 4 years old. Destroy when 10 years old.

2. OPERATIONS RECORDS. Records pertaining to the various components of the composite, multichannel, single channel and submarine broadcast systems.

Destroy when 2 years old.

3. RESOURCES RECORDS. Records pertaining to programming, procurement, or installation of manpower, funding or equipment used in the fleet broadcast system.

Destroy when 5 years old.

SSIC 2083

SUBMARINE BROADCAST RECORDS

1. MULTICHANNEL AND SINGLE CHANNEL PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities which support fleet submarine broadcasts or a change in the broadcast alignment or control.

Permanent. Retire to FRC when 4 years old.
Transfer to NARA when 20 years old.

2. OPERATIONS RECORDS. Records pertaining to the various components of the composite, multichannel, single channel and submarine broadcast systems.

Destroy when superseded.

3. RESOURCES RECORDS. Records pertaining to programming, procurement, or installation of manpower, funding or equipment used in the fleet broadcast system.

Transfer to FRC when 4 years old. Destroy when 10 years old.

SSIC 2086

ANTI-SUBMARINE WARFARE (ASW) (VP)
BROADCAST RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to all planning, operations, and resources with respect to ASW (VP) broadcast systems, circuit connectivity or alignment. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2089

NATO BROADCAST COMMUNICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, operations, and resources with respect to broadcast systems, circuit connectivity or alignment.

Destroy when 5 years old.

2. MULTICHANNEL, SINGLE CHANNEL, AND NATO PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities supporting fleet broadcasts.

Permanent. Retire to FRC when 4 years old.
Transfer to NARA when 20 years old.

3. OPERATIONS RECORDS. Records pertaining to the various components of the composite, multichannel, single channel and submarine broadcast systems.

Destroy when 2 years old.

4. RESOURCES RECORDS. Records pertaining to programming, procurement, or installation of manpower, funding or equipment used in the fleet broadcast system.

Destroy when 5 years old.

SSIC 2090

GENERAL MISCELLANEOUS SYSTEMS RECORDS

SSIC 2092

COMMERCIAL REFILE/CLASS "E" MESSAGES
RECORDS

1. COMMERCIAL REFILE RECORDS. Correspondence relating to business traffic transmitted on Department of the Navy circuits, then transmitted commercially.

Destroy when 1 year old.

2. CLASS "E" MESSAGES. Correspondence pertaining to the transmittal of personal messages to or from naval personnel.

Destroy when 30 days old.

SSIC 2093

MILITARY AFFILIATE RADIO SYSTEM (MARS)/AMATEUR RADIO RECORDS

1. MEMBERSHIP DOCUMENTS. Includes membership applications and records reflecting participation of members such as licenses, forms of assignments, change of status, transfer or termination of membership.

Destroy 1 year after termination of membership.

2. EXCESS EQUIPMENT RECORDS. Includes shipping, issuing, and receiving documents for excess and surplus equipment.

Destroy when 2 years old.

3. GENERAL CORRESPONDENCE FILES. Routine, administrative correspondence concerning MARS call signs, frequency interference and other operational matters. (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

4. STATION LOGS. Documents reflecting the time stations go on and off the air, stations contacted, name of operator on duty, and similar data. Included are logs, registers and comparable documents.

Destroy 1 year after final entry.

5. MESSAGES. Messages of individuals and military units received and transmitted by MARS facilities.

Destroy after 60 days.

SSIC 2095

FLEET COMMAND CENTER/TASK FORCE COMMAND CENTER (FCC/TFCC)

1. GENERAL CORRESPONDENCE. These are routine records about systems which carry information pertaining to fleet operations. This SSIC covers only routine records on the telecommunications systems used at these centers,

and not operational data carried on those systems. (Exclude primary program records covered by 2000.1.)

Destroy when systems are obsolete or when no longer needed for reference. For disposition of operational data carried on these systems, see appropriate SSIC in Chapter 3.

SSIC 2096

OCEAN SURVEILLANCE INFORMATION SYSTEM (OSIS) RECORDS

1. GENERAL CORRESPONDENCE. These are routine records about a system which carries current information on location of vessels in various ocean areas. This SSIC covers installation, maintenance and administration of the system itself, and not the data gathered. (Exclude primary program records covered by 2000.1.)

Destroy when system is obsolete or no longer needed for reference. For disposition of data carried on this system, see appropriate SSIC in Chapter 3.

SSIC 2097

SOUND SURVEILLANCE SYSTEM/SURVEILLANCE TOWED ARRAY SYSTEM (SOSUS/SURTAS) RECORDS

1. GENERAL CORRESPONDENCE. Routine records relating to collection and processing of undersea acoustic data. Records concern maintenance, installation and administration of system only, and not the data gathered. (Exclude primary program records covered by 2000.1.)

Destroy when system is obsolete or when no longer needed for reference. For disposition of data collected and processed by this system, see appropriate SSIC in Chapter 3.

SSIC 2098

ANTISUBMARINE WARFARE (ASW) RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to ASW communications including the Antisubmarine Warfare Information Exchange System (ASWIXS) and Nuclear Submarine (Direct Support) (SSN(DS)). This SSIC covers only these telecommunications systems and not the information carried on the systems. (Exclude primary program records covered by 2000.1.)

Destroy when system is obsolete or when no longer

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needed for reference. For disposition of data collected and processed by this system, see appropriate SSIC in Chapter 3.

SSIC 2099

MERCHANT SHIP COMMUNICATIONS (MERCOMS) RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to the broadcast system used to deliver U.S. Government-originated messages to merchant ships by prior arrangement for delivery of messages to ships. (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

2. MESSAGES.

Destroy when 60 days old.

SSIC 2100-2199

TELECOMMUNICATIONS SERVICES RECORDS

SSIC 2100

TELECOMMUNICATIONS SERVICES RECORDS - GENERAL. These are case files containing information concerning the requisition, acquisition, installation and maintenance of telecommunications services/equipment to shore-based naval activities worldwide. (Exclude primary program records covered by 2000.1.)

Destroy when system is obsolete or when no longer needed for reference.

SSIC 2110

SHORT-HAUL LEASED CIRCUITS RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to short-haul leased circuits.

Destroy when 3 years old.

SSIC 2120

LONG-HAUL LEASED CIRCUITS RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to long-haul leased circuits.

Destroy when 3 years old.

SSIC 2130

ON-BASE CIRCUITS RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to on-base circuits.

Destroy when 2 years old.

SSIC 2140

LEASED EQUIPMENT/TERMINALS ASHORE RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to leased equipment/terminals ashore.

Destroy when 3 years old.

SSIC 2150

LEASED EQUIPMENT/TERMINALS AFLOAT RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to leased equipment/terminals afloat.

Destroy when 3 years old.

SSIC 2160

LANDLINES RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to landlines.

Destroy when 3 years old.

SSIC 2180

TELECOMMUNICATIONS SERVICE REQUEST (TSR) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to TSR.

Destroy when 3 years old.

SSIC 2200-2299

COMMUNICATIONS SECURITY (COMSEC)

RECORDS

THE RECORDS IN THIS (2200-2299) SERIES ARE RELATED TO GENERAL COMSEC RECORDS (POLICY AND DOCTRINE, ASSISTANCE TO FOREIGN GOVERNMENTS, AND COMSEC EQUIPMENT INSTALLATION AND CONFIGURATION CONTROL) AND INCLUDE PHYSICAL SECURITY OF CRYPTOGRAPHIC EQUIPMENT AND MATERIALS (STANDARDS AND LOSS OR COMPROMISE), TRANSMISSION SECURITY (LOW PROBABILITY OF INTERCEPT (LPI), ANTI-JAMMING (AJ), COMSEC TRAFFIC ANALYSIS, COMSEC SIGNAL ANALYSIS, AND CHANGING CALL SIGN AND FREQUENCY), CRYPTOGRAPHIC SECURITY (POLICY, DOCTRINE AND PROCEDURES; VIOLATIONS AND INSECURITIES).

SSIC 2200

COMMUNICATIONS SECURITY-GENERAL

1. ROUTINE ADMINISTRATIVE RECORDS RELATING TO COMMUNICATIONS SECURITY (COMSEC) PERTAINING TO CRYPTOGRAPHIC KEYING MATERIAL, EQUIPMENT OR ASSOCIATED ITEMS (EXCEPT PRIMARY PROGRAM CORRESPONDENCE COVERED BY 2201).

Destroy when 2 years old or when no longer needed for operations, whichever is later.

SSIC 2201

POLICY AND DOCTRINE

1. PRIMARY PROGRAM CORRESPONDENCE ACCUMULATED BY COMMANDER, NAVAL SECURITY GROUP RELATING TO COMMUNICATIONS SECURITY WITHIN THE DEPARTMENT OF THE NAVY INCLUDING PLANS, DOCTRINE PROGRAMMING AND GUIDANCE DEVELOPED BY NAVAL SECURITY AGENCY (NSA) AND THE CNO AND DEVELOPMENT AND PROMULGATION OF PROCEDURAL INSTRUCTIONS APPLICABLE TO THE DEPARTMENT OF THE NAVY'S COMMUNICATIONS MATERIALS SECURITY.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Transfer to NARA entire record series or 5-year blocks thereof, if

unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records or 5-year blocks thereof will then be transferred to NARA through appropriate channels.

SSIC 2202

ASSISTANCE TO FOREIGN GOVERNMENTS

1. RECORDS CONCERNING POLICY, PERSONNEL MATTERS, LOGISTICS AND EFFECTIVENESS OF PROGRAMS RELATING TO ASSISTANCE TO FOREIGN GOVERNMENTS REGARDING COMMUNICATIONS SECURITY, BUT NOT RELATING TO THE SALE, LEASE OR LOAN OF CRYPTOLOGIC EQUIPMENT FROM DEPARTMENT OF THE NAVY ASSETS. (SEE SSIC 2208 FOR FOREIGN MILITARY SALES.)

Permanent. Transfer to NARA in accordance with SSIC 2201.

2. ROUTINE ADMINISTRATIVE CORRESPONDENCE.

Destroy when 2 years old.

SSIC 2206

COMSEC EQUIPMENT INSTALLATION

Covers progress of implementation programs designed to introduce new equipment to ship and shore commands. Also covers distribution of equipment currently in stock.

1. IMPLEMENTATION PROGRAMS.

a. **Financial Management and Funding.**

Destroy when 2 years old.

b. **Initial Distribution of Equipment.**

Destroy when 2 years old.

c. **Distribution of Ancillary Equipment.**

Destroy when 2 years old.

d. **Visit Reports.**

Destroy when action is completed.

2. ACQUISITION OF CURRENT EXISTING EQUIPMENT (ALREADY AVAILABLE).

a. Requests for Equipment.

Destroy when 2 years old.

b. Approvals.

Destroy when 2 years old.

c. Funding Documents.

Destroy when 2 years old.

3. COMSEC EQUIPMENT CONFIGURATION CONTROL. Changes and modifications to current COMSEC equipment. Changes to existing configurations due to planned upgrading of communications systems. (See SSIC 4720 also.)

a. Request for Authorization of Circuits.

Destroy when 2 years old.

b. Equipment Modifications-Routine.

Destroy when 2 years old.

(1) Funding Documents.

Destroy when 2 years old.

(2) Distribution of Equipment/Modifications.

Destroy when 2 years old.

c. Equipment Modifications - Major changes to systems components that have a significant impact on programs.

Permanent. Transfer to NARA per SSIC 2201.

SSIC 2207

OPERATING AND MAINTENANCE MANUALS

OPERATING AND MAINTENANCE PUBLICATIONS FOR CRYPTOGRAPHIC AND CRYPTOGRAPHIC-RELATED EQUIPMENT.

1. RECORD COPY MAINTAINED BY PROGRAM SPONSOR.

Permanent. Transfer to NARA per SSIC 2201.

2. ALL OTHER COPIES.

Destroy when superseded or no longer needed for reference, whichever is later.

SSIC 2208

FOREIGN MILITARY SALES

RECORDS RELATING TO THE SALE OR LEASE OF CERTAIN INTERNATIONAL LOGISTIC SUPPORT OR LOAN OF CRYPTOGRAPHIC EQUIPMENT TO FOREIGN GOVERNMENTS FROM DEPARTMENT OF NAVY ASSETS.

1. FOREIGN MILITARY SALES (FMS) POLICY FILES, DIRECTIVE FILES, DOCUMENTS WHICH ESTABLISH BUDGETARY PRINCIPLES, POLICIES AND PROCEDURES AND DOCUMENTS RELATING TO AGREEMENTS WITH FOREIGN GOVERNMENTS OR INTERNATIONAL ORGANIZATIONS. FOR A MORE DETAILED DESCRIPTION OF THESE TYPES OF PERMANENT RECORDS, SEE SSIC 4920, FOREIGN MILITARY SALES RECORDS.

Permanent. Transfer to NARA per SSIC 2201.

2. FMS CASE RECORD FILES. RECORDS DOCUMENTING SALES TO FOREIGN COUNTRIES INCLUDING CORRESPONDENCE AND RELATED PAPERS REQUESTING THE PURCHASE OF EQUIPMENT OR MATERIALS OR INSTRUCTIONS RELATING TO REQUESTS.

Transfer to Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when supply is complete. Destroy 15 years after transfer to Fort George G. Meade, MD.

3. FMS IMPLEMENTATION RECORDS. DOCUMENTS RELATING TO AGREEMENTS BETWEEN DEPARTMENT OF THE NAVY AND OTHER DOD COMPONENTS FOR THE EXCHANGE OF ADMINISTRATIVE SERVICES AND STAFF VISIT FILES.

Temporary. Destroy per instructions under SSIC 4920, Foreign Military Sales Records.

SSIC 2210

PHYSICAL SECURITY OF CRYPTOGRAPHIC EQUIPMENT AND MATERIALS

1. RECORDS RELATING TO THE PHYSICAL SECURITY OF CRYPTOGRAPHIC EQUIPMENT AND MATERIALS. (EXCLUDE PRIMARY PROGRAM RECORDS FILED IN 2201.)

Destroy when 2 years old or when no longer needed for operations, whichever is later.

SSIC 2212

LOSS OR COMPROMISE

1. RECORDS RELATING TO LOSS OR COMPROMISE OF CLASSIFIED CRYPTOGRAPHIC MATERIAL.

a. Major violations, including espionage.

Permanent. Transfer to NARA per SSIC 2201.

b. All other violations.

Destroy when 10 years old or when no longer needed, whichever is later.

SSIC 2230-2233

CRYPTOGRAPHIC SECURITY

1. THESE SSIC'S ARE BEING DELETED FROM SECNAVINST 5210.11D, DEPARTMENT OF THE NAVY FILE MAINTENANCE PROCEDURES AND STANDARD SUBJECT IDENTIFICATION CODES.

Retire records under SSIC 2212 of this instruction or under appropriate SSIC in the 3200 series.

SSIC 2250

CRYPTOGRAPHIC EQUIPMENT, GENERAL

RECORDS RELATING TO CRYPTOGRAPHIC EQUIPMENT AND MATERIAL THAT HAVE A DIRECT FUNCTION IN THE ENCRYPTION/DECRYPTION PROCESS, SUCH AS ON LINE TRANSMITTERS AND RECEIVERS, IDENTIFICATION, FRIEND OR FOE (IFF) UNITS AND OFF LINE ENCRYPT/DECRYPT EQUIPMENT. THEY ALSO INCLUDE RELATED NON-PAPER MATERIAL WITHOUT DIRECT ENCRYPT/DECRYPT FUNCTIONS SUCH AS POWER TIMERS, REMOTE AND EXTENDER UNITS, REPAIR, MAINTENANCE AND MODIFICATION KITS. INCLUDES AIRBORNE, SHIPBOARD, SHORE, VEHICULAR/MANPACK AND

MASTER STATION KEYED CRYPTOGRAPHIC EQUIPMENT.

1. PRIMARY PROGRAM RECORDS RELATING TO POLICY AND PROCEDURES REGARDING CRYPTOGRAPHIC EQUIPMENT.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series of 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA through appropriate channels.

2. ADMINISTRATIVE CORRESPONDENCE RELATING TO INSTALLATION, MAINTENANCE AND OTHER ROUTINE MATTERS.

Destroy when 2 years old or when no longer needed, whichever is later.

SSIC 2251

PROJECT MANAGEMENT

1. RECORDS RELATING TO THE DEPARTMENT OF THE NAVY'S CRYPTOGRAPHIC EQUIPMENT RESOURCES FROM PROCUREMENT THROUGH FINAL DESTRUCTION, INCLUDING THE COORDINATION OF LOGISTIC SUPPORT AMONG VARIOUS ACTIVITIES INTERNAL AND EXTERNAL TO DEPARTMENT OF THE NAVY (DON). (EXCLUDE PRIMARY PROGRAM RECORDS COVERED BY 2250.1.)

Destroy upon completion of project or when no longer needed.

SSIC 2252

MODIFICATIONS TO CRYPTOGRAPHIC EQUIPMENT

1. RECORDS RELATING TO SOFTWARE CHANGES WHICH DO NOT AFFECT THE ELECTRICAL OR MECHANICAL CHARACTERISTICS OF CRYPTOGRAPHIC EQUIPMENT.

Destroy when superseded or obsolete.

SSIC 2253-2257

MASTER STATION KEYED CRYPTOGRAPHIC EQUIPMENT, AIRBORNE CRYPTOGRAPHIC EQUIPMENT, SHIPBOARD CRYPTOGRAPHIC EQUIPMENT, SHORE CRYPTOGRAPHIC EQUIPMENT, VEHICULAR/MANPACK CRYPTOGRAPHIC EQUIPMENT.

Retire records under SSIC 2250 of this instruction.

SSIC 2280

COMSEC MATERIAL SYSTEM, GENERAL

ROUTINE ADMINISTRATIVE RECORDS RELATING TO THE PROPER DISTRIBUTION, CONTROL, SECURITY AND ACCOUNTABILITY OF COMSEC MATERIAL USED TO PROVIDE CRYPTOGRAPHIC SECURITY FOR NATIONAL SECURITY-RELATED INFORMATION. THE COMSEC SYSTEM CONSISTS OF SYSTEMS, PROCEDURES, EQUIPMENT, KEYING MATERIAL AND FACILITIES USED AT ALL LOCATIONS WHERE COMMUNICATIONS FUNCTIONS ARE PERFORMED IN SUPPORT OF NATIONAL SECURITY.

1. ROUTINE CORRESPONDENCE CONCERNING COMSEC MATERIAL SYSTEM (CMS) ACCOUNTS FILED IN OFFICE OF THE DIRECTOR, CMS.

Transfer to Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when CMS account is closed. Destroy 5 years after closure.

2. GENERAL CORRESPONDENCE AT ALL OTHER COMMANDS RELATING TO CMS ACCOUNT MATTERS.

Destroy when 2 years old.

3. ACCOUNT ADMINISTRATION DOCUMENTS (AND SUCCESSOR EDITIONS).

a. Local Destruction reports.

Destroy 90 days after supersession.

b. Destruction records.

(1) For material classified SECRET and above.

Destroy when 2 years old.

(2) For CONFIDENTIAL and below.

Retention at the discretion of the Commanding Officer. Destroy per command policy or when 2 years old, whichever is earlier.

c. Custodian/Alternate Letters of Appointment (CMS account and local holder).

Destroy 2 years after date individual is relieved of CMS custodian duties.

d. CMS Running Inventory, retyped pages.

Destroy when 90 days old.

e. CMS Running Inventory, pages removed because all listed items have been disposed of.

Destroy when 90 days old.

f. CMS Transaction Log, retyped pages.

Destroy when accuracy of new page has been confirmed.

g. CMS Transaction Log, entire, previous year's log.

Destroy when 2 years old.

h. Inventory Reports.

(1) Fixed-cycle, Combined, and Local Holder/User.

Destroy when 2 years old.

(2) Special (Change of Command, Change of SCMSRO, Change of Custodian).

Destroy when subsequent Fixed-cycle/Combined inventory is reconciled by DCMS or when 2 years old.

(3) Working copies of Fixed-cycle/ or Combined.

Destroy when subsequent Fixed-cycle or Combined inventory is reconciled by DCMS or when 2 years old.

4. GENERAL MESSAGES (ALNAVS, ALCOMS, ETC.) RELATING TO CMS MATTERS (EXCLUDE THOSE DOCUMENTING SIGNIFICANT PRIMARY PROGRAM POLICY MATTERS COVERED BY 2281.)

Destroy upon cancellation by originator.

5. ROUTINE MESSAGES RELATING TO CMS MATTERS.

Destroy when 2 years old.

6. DIRECTIVES, MESSAGES AND CORRESPONDENCE RETAINED IN THE CMS DIRECTIVES FILE.

Destroy upon cancellation or supersession of individual directive.

7. PROGRESSIVE WATCH INVENTORY.

Destroy when 30 days old.

8. RECEIPTS FROM ARMED FORCES COURIER SERVICE, OFFICER-MESSENGER MAIL, COURIER MAIL, REGISTERED MAIL AND COMMAND-CONTROLLED PACKAGE NUMBER.

Destroy when 1 year old.

9. SPECIAL AUTHORIZATIONS CORRESPONDENCE.

Destroy when requirement expires or is cancelled.

SSIC 2281

POLICY, PLANS AND PROCEDURES

1. RECORDS RELATING TO DEVELOPMENT AND IMPLEMENTATION OF PLANS, POLICY, PROCEDURES, DOCTRINE, PROGRAMMING AND GUIDANCE BOTH INTERNAL AND EXTERNAL TO THE COMMUNICATIONS SECURITY MATERIAL SYSTEM, ACCUMULATED AT THE OFFICE OF THE DIRECTOR, CMS AND AT THE CNO LEVEL. INCLUDES RECORDS RELATING TO LIAISON AND COORDINATION MATTERS AND DEVELOPMENT AND ISSUANCE OF PROCEDURAL INSTRUCTIONS APPLICABLE TO COMMUNICATIONS SECURITY.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Transfer to NARA entire records series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter

until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA through appropriate channels.

SSIC 2282

DISTRIBUTION AND ALLOWANCE

1. ROUTINE RECORDS RELATING TO ROUTINE AND EMERGENCY DISTRIBUTION OF COMSEC KEYING MATERIAL TO CMS ACCOUNTS.

Destroy when 2 years old.

SSIC 2283

ACCOUNTING AND INVENTORY CONTROL

1. ROUTINE RECORDS RELATING TO THE PROPER ACCOUNTING FOR ALL COMSEC MATERIAL FROM PRODUCTION TO DESTRUCTION.

Destroy when 2 years old

SSIC 2284

AUTOMATED DATA PROCESSING SUPPORT

1. ROUTINE RECORDS RELATING TO DEVELOPMENT, MAINTENANCE AND MANAGEMENT OF COMPUTER ADP SYSTEMS IN SUPPORT OF DCMS WITH REGARD TO DISTRIBUTION, ACCOUNTING AND MATERIAL MANAGEMENT OF COMSEC MATERIAL.

Destroy when 2 years old or when no longer needed for operations, whichever is later.

2. BACK-UP FILES OF ANCRS DATA BASE.

Destroy when replaced with updated versions.

SSIC 2285

COMSEC MATERIAL SYSTEM ISSUING OFFICES

1. ROUTINE RECORDS RELATING TO THE SECURE STOWAGE, ACCOUNTING AND DISTRIBUTION OF CRYPTOGRAPHIC EQUIPMENT, ANCILLARY DEVICES, KEYING MATERIAL, OPERATING AND MAINTENANCE MANUALS, AND COMSEC-RELATED PUBLICATIONS AND FORMS TO CMS ACCOUNTS.

Destroy when account is closed.

SSIC 2300-2399

COMMUNICATIONS METHODS AND PROCEDURES RECORDS

1. GENERAL. THESE FILES INCLUDE GENERAL COMMUNICATIONS METHODS AND PROCEDURES RECORDS FOR THE FOLLOWING AREAS: TRAFFIC HANDLING/PROCESSING; TRAFFIC ANALYSIS/ENGINEERING; QUALITY CONTROL; COMMUNICATIONS EVALUATION; TRAFFIC STATISTICAL DATA; COMMUNICATIONS PROBLEMS AND INVESTIGATIONS; MESSAGE FORMATS AND PROCEDURES; GENERAL ROUTING DOCTRINE; COMMUNICATION ALTERNATE ROUTINE (ALTROUTE); STABILIZED ROUTING FOR AFLOAT COMMANDS; WORLDWIDE MOBILE ROUTING INDEX (WWMRI); ACP-117 LISTING; COMMUNICATIONS GUARD SHIFT; PLAIN LANGUAGE ADDRESS DIRECTORY (PLAD); AICS/CADS/GENERAL MESSAGE RECORDS; ROUTING INDICATORS; INTERNATIONAL CALL SIGNS AND VOICE CALL SIGNS.

SSIC 2300

GENERAL COMMUNICATIONS METHODS AND PROCEDURES RECORDS

1. FILES OF OPNAV (N6), SPACE AND NAVAL WARFARE SYSTEMS COMMAND AND THE NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND. Files include studies and reports that document the planning and development of telecommunications programs, policies, procedures, methods and significant accomplishment. (For routine general correspondence documenting the day-to-day administration of communications methods and procedures, use SSIC 2300.2.)

Permanent. Retire to the WNRC when 10 years old. Transfer to NARA when 20 years old.

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to the internal operations and administration of communications offices.

Destroy when 2 years old.

3. TECHNICAL COMMUNICATIONS PUBLICATIONS

a. Record set.

Permanent. Apply SSIC 2000.3.

b. All other copies. Includes technical communications, publications and instructions originated by outside activities, but used for reference in the performance of mission-related tasks.

Destroy when no longer required for reference.

SSIC 2310

TRAFFIC HANDLING/PROCESSING RECORDS

1. OPNAV COMMUNICATIONS CENTER.

a. All incoming and outgoing messages received, relayed or sent (by whatever means) by OPNAV.

(1) Silver halide microform message files arranged in date time group order.

Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

(2) Paper copies of messages.

Destroy when microform copy has been verified.

(3) Magnetic tape copy of message files.

Destroy when no longer required for reference use.

b. Microform index to OPNAV message files showing date time group, originator, classification, special handling instructions and location on the microform.

Permanent. Cut off annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

2. COMMANDER IN CHIEF U.S. PACIFIC COMMAND (USCINCPAC) AND COMMANDER IN CHIEF U.S. ATLANTIC COMMAND (USACOM) COMMUNICATIONS CENTERS.

a. All incoming and outgoing messages received, relayed, or sent (by whatever means) by USCINCPAC and CINCUSACOM that are identified under SSIC's 3000 to 3999 (Operations and Readiness) and SSIC's 4900 to 4960 (Foreign Military Assistance and Mutual Security Programs).

(1) Microform copy.

Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

(2) **Magnetic tape and paper copies.**

Destroy when microform copy has been verified.

(3) **Indexes to microform message files.**

Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS

a. **Message center files.** Ship's copies of all messages received or sent (by whatever means), filed chronologically in date-time-group order. Includes magnetic tape copy.

(1) **Intelligence summaries.**

Destroy when 10 days old.

(2) **Messages incident to distress and disaster.**

Destroy when 3 years old.

(3) **Messages incident to, or involved in, any complaint of which the command has been notified.**

Destroy when 2 years old.

(4) **General messages (such as ALNAV).**

Destroy when cancelled.

(5) **Meteorological maps and summaries.**

Destroy when 2 days old.

(6) **Facsimiles.**

Destroy when 30 days old.

(7) **Commercial message traffic.**

Destroy when 1 year old.

(8) **Monitor rolls and message tapes for relay purposes only.**

Destroy when 1 day old.

(9) **All other messages, including key-punched cards, Special Category Message, Single Integrated Operational Plan-Essential Sustainment Items files, communications**

center master file, and crypto center file

Destroy when 30 days old.

b. **Message file of fleet broadcast.**

(1) **USNS ships.**

Destroy upon inactivation of vessel.

(2) **All other message files of fleet broadcasts.**

Destroy when 10 days old or no longer needed for reference, whichever is later.

c. **Visual station messages (sent via flag hoist, semaphore, and flashing light).**

Destroy when 30 days old.

4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES ABOARD NAVAL SHIPS.

a. **Central message log.**

Destroy when 30 days old.

b. **Crypto center destruction log.**

Destroy when 2 years old.

c. **Top secret control log.**

Destroy when 60 days old.

d. **Watch-to-watch inventory.**

Destroy when 30 days old.

e. **Circuit (teletype) log and monitor rolls.**

Destroy when 30 days old.

f. **Tape relay station monitoring tapes or page copies of outgoing messages and service desk rerun records (primarily relay station log records of all messages).**

Destroy when 30 days old.

g. **Visual station logs.**

Destroy when 6 months old.

5. ALL OTHER DEPARTMENT OF THE NAVY

COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. (NOTE: Visual and radio station files, including radiophoto files and circuit copies (magnetic tapes) of messages received or sent, are excluded. These records are filed in the action office as part of the appropriate general correspondence file (subject file, case file or other official file) documenting the program or function to which the messages relate and will be disposed of as authorized for their respective SSIC.)

a. Message Center Files.

- (1) Intelligence summaries.

Destroy when 10 days old.

- (2) Messages incident to distress and disaster.

Destroy when 3 years old.

- (3) Messages incident to, or involved in, any complaint of which the command has been notified.

Destroy when 2 years old.

- (4) General messages (such as ALNAV).

Destroy when cancelled.

- (5) Meteorological maps and summaries.

Destroy when 2 days old.

- (6) Facsimiles.

Destroy when 30 days old.

- (7) Commercial message traffic.

Destroy when 12 months old.

- (8) Monitor rolls and messages tapes for relay purposes only.

Destroy when 1 day old.

- (9) All other messages, including key-punched cards, SPECAT SIOP-ESI files, communications center master file, and crypto center file.

Destroy when 30 days old.

b. Message files of fleet broadcast.

- (1) USNS ships.

Destroy when 30 days old.

- (2) All other message files of fleet broadcast.

Destroy when 10 days old or when no longer needed for reference, whichever is later.

6. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES AT SHORE STATIONS.

a. Central message log.

Destroy when 30 days old.

b. Crypto center destruction log.

Destroy when 2 years old.

c. Top Secret control log.

Destroy when 30 days old.

d. Watch-to-watch inventory.

Destroy when 30 days old.

e. Circuit (teletype) log and monitor rolls.

Destroy when 30 days old.

f. Tape relay station monitoring tapes or page copies of outgoing messages and service desk rerun records (primary relay station log records of all messages).

Destroy when 30 days old.

7. EXERCISE MESSAGE HANDLING RECORDS.

Records pertaining to the transmission, routing and handling of exercise messages.

Destroy when 1 year old.

SSIC 2311

TRAFFIC ANALYSIS/ENGINEERING RECORDS

1. TRAFFIC ENGINEERING RECORDS. Records pertaining to the development of message flow schemes between ships and shore stations. Files include orderwires and interfaces between satellite and nonsatellite commercial and Allied systems. These records are used for design or engineering purposes and pertain to the

management of the flow of message traffic.

Destroy when 5 years old.

2. SPEED OF SERVICE OF TELECOMMUNICATIONS RECORDS.

a. Broadcast messages including speed of service.

Destroy when 1 month old.

b. Magnetic tapes selecting data extracts of elements of message traffic for the purpose of analysis.

Destroy when 1 year old.

3. GENERAL CORRESPONDENCE FILES. Routine files pertaining to traffic handling with reference to analysis, quality control, message format and procedures (excluding primary program records covered by 2000.1).

Destroy when 2 years old.

SSIC 2313

QUALITY CONTROL RECORDS GENERAL CORRESPONDENCE FILES. Routine files pertaining to quality control of telecommunications traffic and messages. These files relate to error rates and retransmission rates.

Destroy when 1 year old.

SSIC 2314

COMMUNICATIONS EVALUATION RECORDS. Case files at Naval Computer and Telecommunications Command (NCTC) containing evaluations of requests for solving communications or technical problems, e. g., overloading circuits.

Destroy 2 years after action is completed or when no longer needed for reference, whichever is later.

SSIC 2316

TRAFFIC STATISTICAL DATA RECORDS. Records filed at NCTC concerning trends and statistics for message traffic volumes, manual intervention rates and availabilities and reliabilities for the principal Department of the Navy message handling systems. Includes statistics on AUTODIN volumes.

a. Input reports from all sources.

Destroy when 2 years old.

b. Naval telecommunications system performance annual report compiled from input reports.

Permanent. Retire to FRC when 10 years old.
Transfer to NARA when 20 years old.

SSIC 2319

MESSAGE FORMATS AND PROCEDURES RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to message format and procedures.

Destroy when superseded, obsolete, or no longer required, whichever is earlier.

SSIC 2320

GENERAL ROUTING DOCTRINE RECORDS

1. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers related to internal operations and administration of message routing.

Destroy when 2 years old.

2. PUBLICATIONS AND INSTRUCTIONS. Publications and instructions governing message routing and providing general routing doctrine.

Destroy when superseded, cancelled or no longer required for reference, unless otherwise directed.

SSIC 2321

COMMUNICATION ALTERNATE ROUTING (ALTRROUTE) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to ALTRROUTE.

Destroy when 1 year old.

SSIC 2322

STABILIZED ROUTING FOR AFLOAT COMMAND (STROFAC) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to STROFAC temporary circuit routes routinely established for 90 days.

Destroy when 1 year old.

SSIC 2324

ACP-117 LISTING RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to Allied Communications Publication 117 (ACP-117).

Destroy when incorporated in revised edition or change to ACP-117.

SSIC 2325

COMMUNICATIONS GUARD SHIFT RECORDS

1. MESSAGES PERTAINING TO COMMUNICATIONS GUARD SHIFTS.

Destroy when 1 month old.

SSIC 2340

GENERAL ADDRESS DESIGNATORS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files include reports and other papers related to plain language addresses, address indicator groups, collective address designators and call signs.

Destroy when 2 years old.

2. PUBLICATIONS AND INSTRUCTIONS. These govern Plain Language Address Directory (PLAD), Address Indicating Groups (AIGs), Collective Address Distributions (CADs) and call signs.

Destroy when superseded, cancelled, or no longer needed, unless otherwise directed by applicable regulations.

SSIC 2341

PLAD RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to the PLAD.

Destroy when 2 years old.

SSIC 2342

AIG'S/CAD'S/GENERAL MESSAGE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to AIGs, CADs, and general messages.

a. CADs.

Destroy when 1 year old.

b. AIGs and general messages.

Destroy when 1 year old.

SSIC 2343

ROUTING INDICATORS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to routing indicators.

Destroy when 1 year old.

SSIC 2344

INTERNATIONAL CALL SIGNS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to international call signs.

Destroy when 3 years old.

SSIC 2345

VOICE CALL SIGNS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to voice call signs.

Destroy when 3 years old.

SSIC 2400-2499

ELECTROMAGNETIC SPECTRUM RECORDS

SSIC 2400

GENERAL MANAGEMENT RECORDS

1. GENERAL SPECTRUM MANAGEMENT RECORDS. Records pertaining to the electromagnetic spectrum.

Destroy when 5 years old.

2. SPECTRUM MANAGEMENT TRAINING RECORDS. Records pertaining to allocations, electromagnetic compatibility and related areas of frequency management.

Destroy when 2 years old.

3. SPECTRUM MANAGEMENT AUTOMATION RECORDS. Records pertaining to development and use of computer programs in connection with frequency allocations and assignment functions.

Destroy when 2 years old.

SSIC 2410

ALLOCATION/ASSIGNMENT RECORDS

1. ALLOCATION RECORDS. Records documenting the application, coordination, approval and authorization of frequency allocations for operational use of telecommunication equipment and systems.

Transfer to WNRC on revocation of allocation.
Destroy 10 years after revocation. (NC1-38-79-2)

2. ASSIGNMENT RECORDS. Records of proposals, authorizations, assignments, deletions and cumulative resources of radio frequencies for the operation of telecommunication equipment.

a. Changes to frequency assignments made on-line in the Frequency Resource Records System maintained by the Electromagnetic Compatibility Analysis Center for the Department of Defense and input to systems operated by any other Federal government agency.

Overwrite old assignments when obsolete.

b. Paper records on assignments, whether above or below 30 MHZ. Includes electronic environment studies used to evaluate feasibility of assigning new frequencies.

Destroy 2 years after revocation.

SSIC 2420

INTERFERENCE RECORDS

1. RADIO FREQUENCY INTERFERENCE RECORDS. Records of electromagnetic disturbances which interrupt, obstruct or degrade the effective performance of telecommunications electronic equipment.

Destroy when 2 years old.

2. RADIO NOISE RECORDS. Records of background noise created by natural or man-made causes.

Destroy when 2 years old.

3. INTERFERENCE (MAN MADE) RECORDS. Records of electromagnetic noises generated by machine or other devices which degrade the effective performance of telecommunications electronic systems.

Destroy when 2 years old.

4. ELECTROMAGNETIC PULSE (EMP) RECORDS. Records of the degradation effect of radio frequency energy created by nuclear explosions on communications and electronic equipment or systems. (Exclude summaries and primary program records covered by 2000.1.)

Destroy when 2 years old.

SSIC 2430

PROPAGATION RECORDS

1. PROPAGATION RECORDS. Records of special frequency predictions including tables of maximum useable frequency/frequency optimum traffic (MUF/FOT) for times of day.

Destroy when 2 years old.

SSIC 2440

USAGE RECORDS

1. FREQUENCY USAGE RECORDS. Records of actual usage of radio frequencies.

Destroy when 10 years old. (NC1-38-79-2).

SSIC 2450-2459

ELECTROMAGNETIC COMPATIBILITY RECORDS

SSIC 2450

GENERAL ELECTROMAGNETIC COMPATIBILITY RECORDS

1. ELECTROMAGNETIC COMPATIBILITY ANALYSIS CENTER (ECAC) RECORDS. Records pertaining to the assistance and advice provided the Department of Defense (DOD) on electromagnetic compatibility matters.

Destroy when 2 years old.

2. ELECTROMAGNETIC COMPATIBILITY SHIPBOARD PROGRAM RECORDS. Records of programs devoted to assure ECM shipboard.

Destroy when 2 years old.

3. ELECTROMAGNETIC COMPATIBILITY AIRCRAFT PROGRAM RECORDS. Records of programs devoted to assure ECM in aircraft.

Destroy when 2 years old.

4. OTHER ELECTROMAGNETIC COMPATIBILITY RECORDS. Records pertaining to the compatibility of communications and electronic equipment to be operated in their intended operational electromagnetic environment without causing unacceptable performance degradation.

Destroy when 2 years old.

5. ELECTROMAGNETIC COMPATIBILITY PROGRAM FUNDS RECORDS. Records of funds committed to assure ECM throughout the DOD.

Destroy when 2 years old.

SSIC 2460-2469

FREQUENCY SOUNDERS RECORDS

SSIC 2460

GENERAL FREQUENCY SOUNDERS RECORDS

1. RADIO FREQUENCY COORDINATION RECORDS. Records pertaining to inter-service and intra-service coordination and national and international coordination frequency assignments.

Destroy when 2 years old.

2. RADIO FREQUENCY ENERGY RECORDS. Records of energy (power) produced in radio frequency portion of the electromagnetic spectrum by devices and communications and electronic equipment or systems.

Destroy when 2 years old.

3. RADIATION HAZARD (RADHAZ) RECORDS. Routine records of the effect of radio frequency energy on personnel, flammable mixtures, ordnance and communications and electronic equipment from a hazard standpoint. (Exclude policy and standard procedure

records covered by 5100, Safety and Occupational Health.)

Destroy when 6 years old.

SSIC 2500-2599

SI COMMUNICATIONS RECORDS

THE RECORDS IN THIS (2500-2599) SERIES ARE RELATED TO GENERAL SPECIAL INTELLIGENCE (SI) COMMUNICATIONS (SI COMMUNICATIONS PLANNING AND MANAGEMENT, SI COMMUNICATIONS PROCEDURES, SI COMMUNICATIONS EQUIPMENT INSTALLATION AND CONFIGURATION CONTROL) RECORDS INCLUDING SI COMMUNICATIONS SYSTEMS (MULTI-USER SI COMMUNICATIONS CENTER, SI OFF-LINE ENCRYPTED COMMUNICATIONS SYSTEMS, SI RED LINE MULTIPLEXING SYSTEMS (LEMONADE), CLASSIC WIZARD COMMUNICATIONS SYSTEMS, AUTOMATIC PROCESSING SYSTEMS FOR MESSAGES, AND SI AUTODIN LIMITED PRIVACY SERVICE (ALPS)), SI HIGH FREQUENCY DIRECTION FINDING (HFDF) COMMUNICATION SYSTEMS (SI HFDF COMMUNICATIONS RELIABILITY REPORTS AND SI HFDF COMMUNICATIONS CONTROL SHIFTS), SI TACTICAL COMMUNICATIONS (SI AIR/GROUND COMMUNICATIONS SYSTEMS, SI SHIP/SHORE COMMUNICATIONS SYSTEMS, SI MOBILE COMMUNICATIONS--SHORE BASED, SI MOBILE COMMUNICATIONS--AFLOAT, SI TACTICAL EXCHANGE AUTOMATED SYSTEM (TEXAS), SI TACTICAL INTELLIGENCE COMMUNICATIONS SYSTEMS AND SI OPERATIONAL INTELLIGENCE COMMUNICATIONS SYSTEMS) RECORDS.

SSIC 2500

SI COMMUNICATIONS RECORDS - GENERAL.

Records dealing with communications which exist to support a cryptologic and/or Sensitive Compartmented Information (SCI) mission. These communications consist of systems, networks, circuits, and facilities at locations where cryptologic functions are performed by personnel of the Naval Security Group and those portions of the Office of Naval Intelligence operated by Navy or Marine Corps personnel. These are documents concerning telecommunications systems and not text actually transmitted via the systems.

1. PRIMARY PROGRAM CORRESPONDENCE.

Records of OPNAV, Commander, Naval Security Group (COMNAVSECGRU), Director, Office of Naval

Intelligence and flag level headquarters, such as memoranda, letters, messages, reports and attachments, documenting high level Department of the Navy SI communications policy.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA.

2. ROUTINE ADMINISTRATIVE CORRESPONDENCE. Correspondence, reports and messages documenting routine matters at all other naval activities.

Destroy when 2 years old.

SSIC 2501

SI COMMUNICATIONS PLANNING AND MANAGEMENT

Records relating to planning, programming, directing, and coordinating cryptologic communications systems within NAVSECGRU such as: implementing plans, doctrine, programming and guidance developed by NSA; maintaining liaison and coordination with agencies involved in communications matters of NAVSECGRU interest and responsibility; developing and issuing procedural instructions applicable to Navy-operated communications; and the review and evaluation of NAVSECGRU field station communications performance.

1. PRIMARY PROGRAM RECORDS. Records relating to the Navy's policy and doctrine regarding SI communications planning at OPNAV, COMNAVSECGRU, Director, Office of Naval Intelligence and flag level headquarters.

Permanent. Transfer to NARA per par. 2500.1.

2. ROUTINE ADMINISTRATIVE CORRESPONDENCE. Correspondence, reports and messages documenting routine matters at all other naval activities.

Destroy when 2 years old.

3. PLANS.

a. Record copy of Navy-originated plans.

Permanent. Transfer to NARA per para. 2500.1.

b. All other copies.

Destroy when no longer required for reference.

SSIC 2502

SI COMMUNICATION PROCEDURES

1. ROUTINE OPERATIONAL CORRESPONDENCE. Correspondence concerning procedures used in operating telecommunications systems.

Destroy when no longer needed for operations.

2. PUBLICATIONS.

a. Official record copy developed by program sponsor.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA through appropriate channels.

b. All other copies.

Destroy when superseded.

SSIC 2506

SI COMMUNICATIONS EQUIPMENT AND CONFIGURATION CONTROL

RECORDS RELATING TO ALL PROPOSED CHANGES TO THE BASELINE SOFTWARE AND HARDWARE CONFIGURATION ITEMS EVALUATED AND DISCUSSED BY ALL INTERESTED PARTIES DURING THE CONFIGURATION CONTROL BOARD (CCB) MEETING. INCLUDES INFORMATION ON DESIGN SUCH AS WIRING DIAGRAMS AND BLUEPRINTS.

1. MINUTES OF BOARD MEETINGS AND SUPPORTING TECHNICAL DOCUMENTS, INCLUDING WIRING DIAGRAMS AND BLUEPRINTS.

Permanent. Transfer to NARA per para. 2500.1.

2. ROUTINE ADMINISTRATIVE CORRESPONDENCE.

Destroy when relevant system is superseded.

SSIC 2510

SI COMMUNICATIONS SYSTEMS - GENERAL

RECORDS PERTAINING TO TELECOMMUNICATIONS SYSTEMS USED FOR TRANSMISSION OF SECURITY INFORMATION DEVELOPED BY OPERATIONAL USERS.

1. PRIMARY PROGRAM CORRESPONDENCE.

Records of OPNAV, COMNAVSECGRU, flag level headquarters and the office of program sponsor. Includes: plans for installation and concepts of operations; records relating to actual installation and concepts of operations; and records relating to actual installation schedules and system obsolescence and removal. For routine administrative correspondence at these commands, use paragraph 2510.2.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years there after until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA through appropriate channels.

2. ROUTINE OPERATIONAL AND ADMINISTRATIVE CORRESPONDENCE AT ALL OTHER NAVAL ACTIVITIES.

Destroy when 2 years old.

3. PUBLICATIONS.

a. Official record copy developed by program sponsor.

Permanent. Apply para. 2510.1.

b. All other copies.

Destroy upon supersession.

SSIC 2511

MULTI-USER SPECIAL INTELLIGENCE COMMUNICATIONS SYSTEMS (MUSIC)

1. RECORDS RELATING TO MUSIC AUTOMATED COMMUNICATIONS SYSTEMS THAT INTERFACE EXISTING COMMUNICATIONS NETWORKS AND INCORPORATE TACTICAL INTELLIGENCE COMMUNICATIONS CENTER (TICC) FUNCTIONS WITHIN A SINGLE SYSTEM.

Apply SSIC 2510.

SSIC 2512

SI OFF-LINE ENCRYPTED COMMUNICATIONS SYSTEMS

1. CONCERNS A VARIETY OF OFF-LINE CRYPTOGRAPHIC EQUIPMENTS AND THEIR USE FOR TRANSMISSION OF MESSAGE TRAFFIC.

Apply SSIC 2510.

SSIC 2513

SI RED LINE MULTIPLEXING SYSTEMS (PROJECT LEMONADE)

1. RECORDS RELATING TO TIME DIVISION MULTIPLEXING OF MULTIPLE CIRCUITS INTO A SINGLE TRANSMITTED DATA STREAM.

Apply SSIC 2510.

SSIC 2515

CLASSIC WIZARD COMMUNICATIONS SYSTEMS

1. RECORDS RELATING TO A GROUP OF REGIONAL REPORTING CENTERS (CO-LOCATED WITH NAVSECGRU STATIONS) WHICH PROVIDE SPECIAL MISSION SUPPORT TO TACTICAL/NATIONAL CONSUMERS. A SYSTEM THAT PROVIDES TELECOMMUNICATIONS SUPPORT FOR PROJECT CLASSIC WIZARD.

Apply SSIC 2510.

SSIC 2516

AUTOMATIC PROCESSING SYSTEM FOR SI MESSAGES. Covers ADP systems used for transmission of messages among naval and Department of Defense (DOD) command elements.

Apply appropriate subparagraph of SSIC 2510.

SSIC 2517

SI AUTODIN LIMITED PRIVACY SERVICE (ALPS)

1. RECORDS RELATING TO AUTODIN LIMITED PRIVACY SERVICE (ALPS) WHICH IS A COMMUNICATIONS HANDLING SYSTEM THAT ALLOWS FOR PROTECTION OF ELECTRONICALLY TRANSMITTED COMPARTMENTED MESSAGES VIA THE AUTODIN/DSSCS WITHOUT FORMAL INDOCTRINATION OF AUTOMATIC SWITCHING CENTER (ASC) PERSONNEL.

Apply appropriate subparagraph of SSIC 2510.

SSIC 2520

SI HFDF COMMUNICATION SYSTEMS

1. RECORDS RELATING TO CIRCUITRY USED FOR TRANSMISSION OF HFDF DATA.

Apply appropriate subparagraph of SSIC 2510.

SSIC 2521

SI HFDF COMMUNICATIONS RELIABILITY REPORTS

1. MONTHLY REPORTS ON CIRCUIT RELIABILITY.

Destroy when 2 years old.

SSIC 2522

SI HFDF COMMUNICATIONS CONTROL SHIFTS

1. RECORDS RELATING TO SHIFT OF NETWORK CONTROL AMONG VARIOUS STATIONS.

Destroy when 1 year old.

SSIC 2530

SI TACTICAL COMMUNICATIONS - GENERAL

RECORDS CONCERNING TELECOMMUNICATIONS SYSTEMS AND CIRCUITRY IN SUPPORT OF

TACTICAL OPERATIONS.

1. PRIMARY PROGRAM CORRESPONDENCE. Records of OPNAV, COMNAVSECGRU, flag headquarters and the office of program sponsor. Includes plans for installation, concept of operations and records relating to actual installation schedules and systems obsolescence and removal. For routine administrative correspondence at these commands, use SSIC subparagraph 2530.2.

Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA through appropriate channels.

2. ROUTINE OPERATIONAL AND ADMINISTRATIVE CORRESPONDENCE AT ALL OTHER NAVAL ACTIVITIES.

Destroy when 2 years old.

3. PUBLICATIONS.

a. Official record copy developed by program sponsor.

Permanent. Apply SSIC subparagraph 2530.1.

b. All other copies.

Destroy upon supersession.

SSIC 2531

SI AIR GROUND COMMUNICATIONS SYSTEM

1. OPERATIONAL RECORDS RELATING TO THE SI AIR GROUND COMMUNICATIONS SYSTEM WHICH PROVIDES SPECIFIC AIRCRAFT SECURE COMMUNICATIONS WITH DESIGNATED SI CAPABLE SHIPS AND NAVSECGRU SHORE STATIONS.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2532

SI SHIP SHORE COMMUNICATIONS SYSTEMS

1. RECORDS RELATING TO SI SHIP SHORE COMMUNICATIONS SYSTEMS.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2533

SI MOBILE COMMUNICATIONS - SHORE BASED

1. RECORDS RELATING TO VARIOUS TACTICAL SI COMMUNICATIONS AND ENCRYPTION SYSTEMS USED BY THE USMC FOR CRYPTOLOGIC SUPPORT TO AMPHIBIOUS WARFARE DURING AMPHIBIOUS ASSAULTS AND WHEN ASHORE.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2534

SI MOBILE COMMUNICATIONS - AFLOAT

1. OPERATIONAL RECORDS RELATING TO VARIOUS TACTICAL SI COMMUNICATIONS SYSTEMS AND CIRCUITRY USED TO PROVIDE REAL-TIME CRYPTOLOGIC AND INTELLIGENCE SUPPORT TO BATTLE GROUP COMMANDERS, BETWEEN UNITS OF A BATTLE GROUP AND FOR VARIOUS SPECIAL OPERATIONS. SYSTEMS INCLUDE ENCRYPTED VOICE, DATA, AND IMAGERY TRANSMITTED VIA UHF SATCOM, LONG HAUL HF AND SEVERAL FREQUENCY BANDS FOR LINE-OF-SIGHT.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2535

SI TACTICAL EXCHANGE AUTOMATED SYSTEM (TEXAS)

1. RECORDS CONCERNING AN OBSOLETE SYSTEM PROVIDING CIRCUIT INTERCONNECTIONS FOR TRANSMISSION OF DATA AMONG DEPARTMENT OF THE NAVY AND OTHER DOD ACTIVITIES.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2536

SI TACTICAL INTELLIGENCE COMMUNICATIONS SYSTEMS (TACINTEL)

1. RECORDS RELATING TO THE SI TACTICAL

INTELLIGENCE COMMUNICATIONS SYSTEM (TACINTEL) WHICH IS A MEMBER OF THE FAMILY OF AUTOMATED INFORMATION EXCHANGE SUBSYSTEMS DEVELOPED UNDER THE FLEET SATELLITE COMMUNICATIONS (FLTSATCOM) PROGRAM TO SUPPORT THE RAPID INTERCHANGE OF INFORMATION BETWEEN MOBILE TERMINALS.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2537

SI OPERATIONAL INTELLIGENCE COMMUNICATIONS (OPINTEL)

1. RECORDS RELATING TO THE SI OPERATIONAL INTELLIGENCE COMMUNICATIONS (OPINTEL) BROADCAST WHICH PROVIDES A MEANS FOR BROAD AND RAPID DISSEMINATION OF OPERATIONAL INTELLIGENCE, COMMUNICATIONS INTELLIGENCE (COMINT), SI, AND SPECIAL WEATHER INTELLIGENCE (SWI) TO SELECTED FLEET UNITS AND COMMANDERS AFLOAT.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2538

SI SUBMARINE SATELLITE INFORMATION EXCHANGE SUBSYSTEM (SI SSIXS)

1. RECORDS RELATING TO THE SI SUBMARINE SATELLITE INFORMATION EXCHANGE SUBSYSTEM (SI SSIXS) WHICH IS A COMMUNICATIONS RELAY SYSTEM DESIGNED TO PROVIDE HIGH DATA RATE MESSAGE DELIVERY TO SUBMARINES.

Apply appropriate subparagraph of SSIC 2530.

SSIC 2700-2799

AFLOAT COMMUNICATIONS RECORDS

SSIC 2700

GENERAL AFLOAT COMMUNICATIONS RECORDS

1. OPLANS (AFLOAT COM OPS) RECORDS. Records pertaining to afloat communication OPLANS for monitoring naval telecommunications system (NTS) participation.

Destroy when 2 years old or when superseded,
whichever is earlier.

2. GENERAL CORRESPONDENCE FILES.

Destroy when 2 years old.

SSIC 2710

CIRCUITRY AND NETWORK RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to circuitry and networks.

Destroy when 2 years old.

SSIC 2720

EXERCISES RECORDS

1. EXERCISE (AFLOAT COMMUNICATION OPERATIONS) RECORDS. Routine operational records relating to afloat communication exercises.

Destroy when 2 years old.

SSIC 2730

REQUIREMENTS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to requirements of general circuitry and networks.

Destroy when 1 year old.

SSIC 2740

READINESS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to readiness of general circuitry and networks. Records site problems encountered with circuits on ship while underway.

Destroy when 1 year old.

SSIC 2750

PLANS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to plans of general circuitry and networks and to plans for tactical nets between ships, aircraft and shore stations.

Destroy when 2 years old.

SSIC 2760

OPERATING RECORDS

1. FLEET OPERATIONAL TELECOMMUNICATIONS PROGRAM (FOTP) RECORDS. Records pertaining to development, enhancement and operation of the FOTP reporting system which establishes time criteria for broadcast shifts, messages and equipment.

Destroy when 2 years old.

2. OTHER OPERATIONS RECORDS. Records pertaining to routine operation of general circuitry and networks and the operation of tactical nets between ships, aircraft and shore stations.

Destroy when 2 years old.

SSIC 2780

QUALITY MONITORING AND CONTROL RECORDS

1. OPERATIONAL READINESS EVALUATION (ORE) RECORDS. Records pertaining to exercises, discrepancies, feedback and resolution of problems relating to OREs (shipboard level inspections) conducted for NAVCAMS. (Exclude primary program records covered by SSIC 2000.1.)

Destroy when 2 years old.

2. OTHER QUALITY MONITORING AND CONTROL RECORDS. Records pertaining to quality monitoring and control of afloat communications operations.

Destroy when 2 years old.

SSIC 2790

AFLOAT COMMUNICATIONS SUPPORT RECORDS

1. PERFORMANCE EVALUATION (AFLOAT COMMUNICATION SUPPORT) RECORDS. Records pertaining to support of afloat communications.

Destroy when 2 years old.

2. OTHER AFLOAT COMMUNICATIONS SUPPORT RECORDS. Records pertaining to support of afloat communications.

Destroy when 1 month old.

SSIC 2791

COMMUNICATIONS AREA MASTER STATION
(CAMS) RECORDS

1. CAMS RECORDS. Records pertaining to the operational requirements of the CAMS, support provided and missions accomplished. (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

2. TRAFFIC HANDLING/PROCESSING RECORDS.

Apply appropriate subparagraph of SSIC 2310.

SSIC 2792

PRIMARY SUPPORT STATION (NAVAL
COMMUNICATIONS STATIONS AND NAVAL
COMMUNICATIONS UNITS) RECORDS

1. PRIMARY SUPPORT STATION (AFLOAT COMMSPT) RECORDS. Records pertaining to operational requirements, support provided and missions accomplished by the NTS primary support stations. (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

2. PRIMARY/SECONDARY SHIP/SHORE SYSTEM RECORDS. Records pertaining to the planning, operation and resources in support of the primary/secondary ship/shore communication system.

Destroy when 5 years old.

3. TRAFFIC HANDLING/PROCESSING RECORDS.

Apply SSIC 2310.

SSIC 2793

RESIDUAL STATION (NAVAL
TELECOMMUNICATIONS CENTER) RECORDS

1. RESIDUAL STATION (AFLOAT COMMSPT) RECORDS. Records pertaining to operational requirements, support provided and missions accomplished by the NTS residual support station. (Exclude primary program records covered by 2000.1.)

Destroy when 2 years old.

2. TRAFFIC HANDLING/PROCESSING RECORDS.

Apply appropriate subparagraph of SSIC 2310.

SSIC 2797

HIGH COMMAND (HICOM) RECORDS

1. HICOM COMMUNICATIONS NETS RECORDS. Records pertaining to planning for changes in configuration to or fleet commander HICOM nets and to the operation, programming, funding and maintenance of the system. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2800-2899

COMMUNICATIONS PLANS, PROGRAM, AND
REQUIREMENTS RECORDS

SSIC 2800

GENERAL COMMUNICATIONS PLANS,
PROGRAMS, AND REQUIREMENTS RECORDS

Apply subparagraph 2000.4

SSIC 2801

SUBSYSTEM PROJECT PLAN (SPP) RECORDS

1. GENERAL CORRESPONDENCE FILE. Files pertaining to major telecommunications subsystems which require separate approval and funding from the parent program. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2802

MANAGEMENT ENGINEERING PLAN (MEP)
RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to the assignment of responsibility for management engineering, operation and maintenance of facilities of the naval telecommunications or defense communications systems. (Exclude primary program records covered by 2000.1.)

Destroy 1 year after disestablishment of installation.

SSIC 2803

MASTER INSTALLATION INFORMATION PLAN (MIIP) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files prepared by major claimants for subordinate activities listing projects to be implemented. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old or superseded, whichever is later.

SSIC 2804

BASIC ELECTRONICS SYSTEM ENGINEERING PLAN (BESEP) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files and records of BESEPs prepared by Commander Space and Naval Warfare Systems Command (COMSPAWARSYSCOM) field activities on telecommunications projects.

Destroy when 5 years old.

SSIC 2805

COMMUNICATIONS LONG AND MID-RANGE PLANNING RECORDS

Apply subparagraph 2000.4.

SSIC 2830-2839

COMMUNICATION CONSOLIDATION RECORDS

SSIC 2830

GENERAL COMMUNICATION CONSOLIDATION RECORDS

1. JOINT STANDARDS AND INTEROPERABILITY RECORDS. Records pertaining to standards of interoperability among Army, Navy, Air Force and Coast Guard.

Retire to WNRC when 3 years old. Destroy when 10 years old.

2. AUS-CAN-NZ-UK-US; NATO; AND BILATERAL/REGIONAL INTEROPERABILITY RECORDS. Records pertaining to interoperability of communications equipment to be sold, leased or loaned, or pertaining to the exchange of communication information between the Navies of Australia, Canada, New Zealand, the United Kingdom and the United States;

between the United States and other NATO countries; and between the United States and individual foreign countries (bilateral) and regions. These are not FMS records (see SSIC 4920).

a. **Records concerning interoperability policy and programs.**

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.

b. **Routine administrative records.**

Destroy when 5 years old.

3. DEFENSE COMMUNICATIONS SYSTEMS RECORDS. Routine administrative records pertaining to consolidation of development efforts of systems design of the major telecommunications systems used by the military services and DOD. (Exclude primary program records relating to Department of the Navy policies covered by 2000.1.)

Destroy when 3 years old.

4. NON-DOD TELECOMMUNICATIONS RECORDS. Records pertaining to the State Department or maritime, commercial or other communications not under DOD. (Exclude primary program records relating to Department of the Navy policies covered by 2000.1.)

Destroy when 3 years old.

5. AGREEMENTS AND MEMORANDA OF UNDERSTANDING CONCERNING CROSS SERVICING OF TELECOMMUNICATIONS. These policy records relate to inter-service, inter-agency and Allied agreements.

Permanent. Retire to WNRC when 10 years old. Transfer to NARA when 25 years old.

6. MF/HF AND VHF/UHF EQUIPMENT RECORDS. Routine administrative and operational records pertaining to the interoperability of radio equipment installed in aircraft and equipment afloat and ashore dedicated to aircraft communications. (Exclude primary program correspondence covered by 2000.1.)

Destroy when 5 years old.

7. AIR TRAFFIC CONTROL RECORDS. Records pertaining to the coordination of air traffic control between the military services and the federal government. (Exclude primary program records covered by 2000.1.)

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Destroy when 5 years old.

8. AIRCRAFT COMMUNICATIONS PROCEDURES RECORDS. Routine records concerning coordination of aircraft communications procedures including secure and non-secure voice, authentication, distress and lost communications procedures. (Exclude primary program records covered by 2000.1.)

Destroy when 5 years old.

SSIC 2860-2869

MILITARY COMMUNICATIONS ELECTRONICS BOARD (MCEB) RECORDS

SSIC 2860

GENERAL MILITARY COMMUNICATIONS ELECTRONICS BOARD (MCEB) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to MCEB standards. (Exclude primary program records covered by 2000.1.)

Destroy when no longer needed for reference.

SSIC 2880-2899

TELECOMMUNICATIONS REQUIREMENTS RECORDS

SSIC 2880

TELECOMMUNICATIONS OPERATING REQUIREMENTS (TELCOR) RECORDS.

1. INPUT OF TELECOMMUNICATIONS TRUNKS AND CIRCUITS AFFECTING MAJOR COMMANDS, SUBMITTED ON OPNAV 2010/2.

Destroy when no longer needed for reference. (NCTC keep last two current in file.)

2. TELCOR SUMMARY.

a. Master copy filed at NCTC.

Permanent. Transfer to NARA 25 years after superseded.

b. All other copies.

Destroy when superseded.